

Department: Transportation

Job Description

Job Title: (Finance) Secretary – Bus Center

Salary Group: H

Term of Service: 12 months

Job Goal:

To support and facilitate the office of the bus center in the most professional and efficient manner in order to provide the best service to the public and personnel in the school system.

Performance Responsibilities:

- Provide payroll support services to all transportation staff, including but not limited to, preparing, processing and maintaining all applicable forms, files, reports, etc., as requested and in accordance with all applicable laws.
- Receive, review, and process transportation staff payroll information to include extracurricular permits, absences, dual-job information, worker's compensation, etc.
- Attend special workshops or meetings to remain current
- Collect information on incident/accident reports and follow departmental regulations for reporting the occurrence
- Compares information or data with other records for verification
- Maintain records required by policy, regulation, law or good practice
- Operates office machines (PC compatible computers, fax machines and copier/scanners, etc.
- Provide administrative support for the transportation center
- Provide customer service through the use of all communication methods and computer programs
- Cross-train with Bus Center HR/Secretary
- Performs other duties as assigned by Bus Center Manager

Qualifications:

- High School Education
- Three years experience in office work or equivalent experience
- Superior clerical and computer skills; Excel, Word, Power Point, internet desired
- Must have excellent communication (oral, listening and written) skills.
- Ability to provide a wide range of complex and confidential administrative duties; ability to respect and maintain confidentiality
- Must have excellent organizational skills with attention to detail
- Excellent paper and electronic filing knowledge and skills
- Must be self-motivated, responsible, and dependable
- Work well under pressure and within tight timelines